

# Chapel Facility Usage Guidelines

Upon requesting usage of the chapel facility, I do hereby agree to abide by the following guidelines:

1. Chapel functions take precedence over any non-chapel event. Non chapel event approval is at the discretion of the Wing Chaplain. A facility request must be submitted at least two weeks prior to event. Exceptions to this must be approved by the Wing Chaplain.
2. Sponsorship by an active duty chaplain is **mandatory** for all activity within the chapel facility.
3. Organizations (**excluding chapel functions**) must supply all items required to support their event. (Example: paper goods, extension cords, table clothes, beverages, etc.)
4. **ALL** office equipment is off limits to non-chapel staff personnel.
5. The facility must be left clean and presentable for the next group coming in to use the facility. Tables and chairs must be wiped clean and stacked. **Garbage cans must be emptied and taken to the dumpster** located outside in the chapel parking lot. If the kitchen is used, it must be thoroughly cleaned and items put back in their proper place.
6. Flowers should be delivered one (1) hour prior to the wedding or memorial service. **THE CHAPEL IS NOT RESPONSIBLE FOR STORING YOUR ITEMS.** Check with wedding coordinator or chapel staff before removing any flowers to ensure our flowers are not taken by mistake.
7. When using requested area(s) in the facility, **stay in the area you requested.** There are other activities that are scheduled in other parts of the building and we want to ensure no interruptions will be made to your functions as well as others.
8. If kids are present at your event, you must have someone watching them at all times. We want to ensure the safety of the children as well as avoid interruptions to other events/worship services happening at the same time. (When using the chapel annex, section off an appropriate area where kids can be watched. Make sure you have at least one (1) adult watching the children in the sectioned off area at all times).
9. The individual signing this form **must** be present throughout the entire event. After the event is over he/she must return to the facility manager to ensure cleanliness of facility, trash emptied, etc.

**Failure to comply with these guidelines will result in chapel facility usage privileges being revoked.** I agree to the above guidelines and will adhere to them. I will be in at the beginning and end of the event as point of contact (POC).

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DATE

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SIGNATURE OF POC